

## BILLABLE HOURS REPORT FOR MONTHLY REPORTING

*These are hours and sessions scheduled into any ICN site that you are responsible for as their Regional Scheduler. These are usually all your community college and K-12s. Monthly totals can be summarized by using the Billable Hours Report in VOSS. Some sessions will have multiple audience types so the monthly totals will not equal the actual regional site usage monthly totals.*

1. In VOSS, go to the Reports tab.
2. Choose Billable Hours from the left column.
3. In the Billable Hours Report, choose your Scheduling Region from the drop down box.
4. Enter a Begin Date and End Date for the records you want using the mmddyy format
5. Select the Report by Scheduler Region radio button
6. Click the Generate Report button.

**Billable Hours Report**

Get Sites by Scheduling Region: REGION 10

or

Get Sites by Region:

Site(s):

☒ Display sites list alphabetically.

☐ Display sites list by Node number.

Enter a Begin Date and End Date for records you want returned for this report

Begin Date: 03012012 End Date: 03312012

Date Format mmddyyyy

☐ Report by Site

☒ Report by Schedule Region

7. Click on the Envelope icon to export this report

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100%

**Iowa Communications Network** **Billable Hours**

**Selection Criteria:** 03/01/2012 to 03/31/2012  
by Scheduling Region Scheduling Region: REGION 10

8. From the Formats drop down box, choose MS Excel 97-2000 (Data only).
9. Automatically, the All radio button is selected. Click OK.

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Export Options

Please select an Export format from the list.

Enter the p to Export.

☒ All  
☐ Pages

From: 1 To: 1

OK

MS Excel 97-2000 (Data only)

Formats:

- Crystal Reports (RPT)
- Acrobat Format (PDF)
- MS Word
- MS Excel 97-2000
- MS Excel 97-2000 (Data only)**
- Rich Text Format

10. In the File Download box, select Open.

11. Excel opens. Format the Excel spreadsheet to make using it easier.

a. Select columns A-H, in the Cells box at the top

A	B	C	D	E	F	G	H
Schedu	REGIO	Site:	55 - VIN	Audienc	Topic	Session	Hours
Postsec	Busines	7	8.81				
Postsec	English	6	9.00				
Postsec	Other	1	12.00				
Totals	14	29.81					
Postsec	Law	7	8.81				
Postsec	Mathem	13	20.79				
Totals	20	29.60					

b. Click the down arrow on the Format option and choose AutoFit Column Width. The columns will now be easier to read.

CrystalReportViewer[3].xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Conditional Formatting Styles

Format

Cell size

- Row Height...
- AutoFit Row Height
- Column Width...
- AutoFit Column Width**
- Default Width...

Visibility

- Hide & Unhide

Organize Sheets

- Rename Sheet
- Move or Copy Sheet...
- Tab Color

Protection

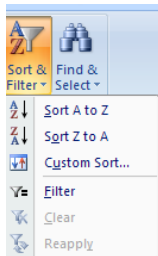
- Protect Sheet...
- Lock Cell
- Format Cells...

A	B	C	D
1	Scheduling Region:	REGION 10	Site: 55 - VINTON-CC
2	Postsecondary Educators/Admin	Business	7
3	Postsecondary Educators/Admin	English	6
4	Postsecondary Educators/Admin	Other	1
5	Totals for Postsecondary Educators/Admin	14	29.81
6	Postsecondary Students	Law	7
7	Postsecondary Students	Mathematics	13
8	Totals for Postsecondary Students	20	29.60
9	Totals for VINTON-CC	34	59.41
10	Scheduling Region:	REGION 10	Site: 56 - TIPTON-CC
11	Postsecondary Educators/Admin	Other	1
12	Totals for Postsecondary Educators/Admin	1	12.00
13	Postsecondary Students	Law	7
14	Postsecondary Students	Mathematics	6
15	Totals for Postsecondary Students	13	16.79
16	Totals for TIPTON-CC	14	28.79
17	Scheduling Region:	REGION 10	Site: 57 - WILLIAMSBURG-CC
18	Postsecondary Educators/Admin	English	6

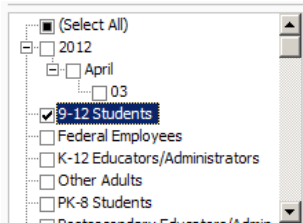
12. Click on row 1, select Sort & Filter – then in the Editing box, choose Filter.

Visit [www.icn.state.ia.us/RTC/](http://www.icn.state.ia.us/RTC/) for additional information.

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13. In column 1, select the Filter down arrow, Unselect All, then check the first audience type.



14. In Column C, sum the total of the column by selecting the column of numbers and include the next empty cell at the bottom. Click the Sum symbol in the Editing tab. Do the same for Column D. Column C is Number of Sessions, Column D is Total Hours.

**Ignore the Headings in Column B, C and D. Column A is correct.**

	A	B	C	D	E	F
	Scheduling Region:	REGION 10	Site:	55 - VINTON-CC	Audience	Top
53	9-12 Students	English	10		8.30	
65	9-12 Students	Foreign Languages	22		55.00	
86	9-12 Students	Psychology	5		4.15	
140	9-12 Students	Foreign Languages	44		50.60	
141	9-12 Students	Psychology	10		8.30	
155	9-12 Students	Foreign Languages	88		69.96	
159	9-12 Students	Science	9		5.22	
166	9-12 Students	Science	9		6.75	
171	9-12 Students	Science	9		7.47	
172	9-12 Students	Meeting or Public Hearing	1		3.00	
173	9-12 Students	Foreign Languages	1		1.75	
174	9-12 Students	Special Education	3		3.00	
175	9-12 Students	Psychology	7		5.81	
290	9-12 Students	Special Education	14		14.00	
302	9-12 Students	Science	9		9.00	
306	9-12 Students	Psychology	10		8.30	
328	9-12 Students	Foreign Languages	44		34.76	
338	9-12 Students	Psychology	10		8.30	
342	9-12 Students	English	10		8.30	
352	9-12 Students	Foreign Languages	66		90.20	
353	9-12 Students					
359						
360						

15. Continue to use the Filter by clicking the down arrow in Column A, and select one audience type at a time to get the totals. Don't include the Test totals for your region.